

Missouri  
Department  
of Transportation



Springfield Area District  
3025 East Kearney  
M.P.O. Box 868  
Springfield, MO 65801  
(417) 895-7600  
Fax (417) 895-7533  
Toll free 1-888 ASK MODOT  
[www.modot.org](http://www.modot.org)

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]  
[County] County, [Route]

Dear [Owner Contact]:

A recent inspection of [Route] in [County] County indicated that the sign for permit [Permit Number] is unlawful due to disrepair. Below is a photograph of the sign for your reference. 7 CSR 10-6.080(2)(E) defines an unlawful sign as:

► Signs that are not in good repair, that is signs with poles, frames, braces, panels or facings which are broken or damaged or not securely affixed to a substantial structure or which are faded, blistered, cracked, peeled, chipped, or torn to the extent the total message is not discernable by a motorist.

Permit [Permit Number] is nonconforming. Enclosed please find a brochure regarding the maintenance and repair on nonconforming signs. Reasonable maintenance and repair of nonconforming signs is permissible; however, permit holders should contact me at [Phone Number] prior to making any changes to the structure.

For additional information regarding outdoor advertising rules and regulations, please log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). Please contact me at [Phone Number] within fifteen (15) days to discuss the necessary repairs.

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

